State of Montana
Board of Public Education

2012 Agency Biennial IT Report
Fiscal Year 2011-2012

August 2012

TABLE OF CONTENTS

EXECUTIVE SUMMARY

The Board of Public Education is one of the smallest state agencies with one of the broadest scope of responsibilities of any branch of government. By constitutional law the Board generally supervised the K-12 education system and oversees the disbursement of over half a billion dollars of biennial funds. Because the Board is committed to providing quality and timely services to not only its members, government entities, educational partners, the public, and the media, it relies heavily on information technology within the parameters of a relatively small general fund appropriation.

Whenever possible the Board looks to information technology to streamline access to all business related processes of the Board with emphasis on providing ready access by the general public, regulatory partners, and the educational community. In this regard the Board strives to create business, data exchange, critical business functions, internal agency data exchange, and external agency collaborative relationships within the confines of budgetary constraints.
Because of its size, the Board has no specifically dedicated, assigned, and trained IT staff. The IT duties are absorbed by existing staff and added to a multitude of responsibilities inherent in each position description. Again, because of limitations due to size and budgets the Board and its staff has developed collaborative working relationships with other educational entities both public and private. In order to foster good working relationships and quality delivery of services the Board entertains enhancement to its data and computer systems whenever possible.

The Board has been able to go to an entirely paperless process for its meetings, and the Advisory Council meetings. Agenda packets are all done electronically using Adobe PDF files, emailed to the Board and posted on the website for the public. This is also the case with the Advisory Council. All information necessary to be disseminated to the Board or Council is all posted on the web page for access. The public and constituents may also send in Agenda Request items via the web. This streamlined process has enabled the Board to save money on printing and mailing and streamlined the entire process.

Training is utilized for the Board staff through sessions through ITSD, and new computers were purchased for the Board staff in June 2012. Installation of those computers is still pending.

To date there has been no need for any new software other than the newest Microsoft versions available to all state employees, but the Board continually looks for ways to streamline processes and improve access.

Initiative Status	Total	Fully Funded	Unfunded	Partially Funded
Completed	x	x		
Substantially Completed				
Deferred				
Delayed				
Cancelled				
Remain on-going by design				

Goal Number 1:

IT Goal 1   To create a more technologically advanced administrative environment of the Board of Public Education to facilitate work, meetings, and collaboration with partners.

Description: To create a more technologically advanced administrative environment of the Board of Public Education to facilitate work, meetings, and collaboration with partners.

Benefits: The benefits include reduction in costs of disseminating public information as well as enabling public access to Board of Public Education information. Also, allows the Board to control with greater consistency information that is desired and needed by both partners and participants in K-12 education throughout the state. The beneficiaries include students, teachers, school districts, trade associations, unions, citizens, and the state of Montana.

Develop IT resources in an organized, deliberative and cost effective manner; Improve government services; Provide educational opportunities.

Supporting Objective/Action

Objective 1-1   Expanded Use of Technology

Accomplishments: Agenda packets for both Board and Advisory Council meetings are now available on line 100%. Schedule of meetings, posting of meeting minutes, and any pertinent news information is all posted on the Board website.

Status: Completed

Supporting Objective/Action

Objective 1-2   PC Replacement Schedule

Accomplishments: 2 new laptops with docking stations, 1 PC, 3 new monitors, and an iPad were purchased in June 2012.

Status: Order completed and paid. Awaiting installation.

Supporting Objective/Action

Objective 1-3   IT Security

Accomplishments: Individuals security protected.

Status: completed

Supporting Objective/Action

Objective 1-4 Assess IT hardware

Accomplishments: Assessed IT Hardware at fiscal year end 2012 and made upgrade

Status: Completed with June 2012 IT upgrade

Supporting Objective/Action

Objective 1-5 IT Peripherals Replacement Plan

Accomplishments: PC's ordered and paid for at fiscal 2012 year end.

Status: Awaiting installation

Supporting Objective/Action

Objective 1-6 Staff Training

Accomplishments: Board Administrative Assistant takes part in any ITSD training offered.

Status: On-going

Supporting Objective/Action

Objective 1-7 Software

Accomplishments: New software ordered with new PC's

Status: Awaiting installation.

Goal Number 2:

IT Goal 2　　　　Electronic Services Availability

Description: Improve customer service and staff efficiency by making Board services and information available electronically.

Benefits: Greatly improved accessibility to the work of the Board of Public Education. Beneficiaries: Constituents and the general public.

Which state strategic goal(s) and/or objective(s) does your goal address? Increased accessibility to the Board of Public Education for the public, educators, legislators, and constituents.

Supporting Objective/Action

Objective 2-1　　　Webmaster

Accomplishments: Ability of Board staff to make updates and changes to the Board website on their own.

Status: Ongoing.

Supporting Objective/Action

Objective 2-2　　　Web Development

Accomplishments: Use the web page exclusively for posting of meeting schedules, agendas and packets, minutes, member lists, and any pertinent information regarding the Board.

Status: on going.

Initiative 1   Electronic Services and Digital Content Access Availability

Description: In the Board of Public Education's IT Plan for FY2007 the Board expressed an interest in a paperless system of administration for its Board meetings. Great strides have occurred toward this goal. The Board made available to all of its constituents an online agenda packet beginning July 2007. The agenda packets are prepared using a continuous PDF file through Adobe Acrobat Professional 8.0. Even though this is a significant step towards the Board's goal, this IT plan for FY10 and the projection into FY13. Due to budget constraints, the Board of Public Education made the decision to stop printing agenda packets beginning March 2010. This is only being accomplished by the Board members using their personal computers.

EPP Number:

Status: Completed and ongoing. The Board staff continues to make more Board information available online.

Funding: Funded

Initiative 2   <Title>

Description: <>

EPP Number:

Status: <Completed, Substantially Completed, Deferred, Delayed, Cancelled, or On-going>

Funding: <Funded, Not Funded, or Partially Funded>

Initiative 3   <Title>

Description: <>

EPP Number:

Status: <Completed, Substantially Completed, Deferred, Delayed, Cancelled, or On-going>

Funding: <Funded, Not Funded, or Partially Funded>

Initiative 4   <Title>

Description: <>

EPP Number:

Status: <Completed, Substantially Completed, Deferred, Delayed, Cancelled, or On-going>

Funding: <Funded, Not Funded, or Partially Funded>

Initiative 5   <Title>

Description: <>

EPP Number:

Status: <Completed, Substantially Completed, Deferred, Delayed, Cancelled, or On-going>

Funding: <Funded, Not Funded, or Partially Funded>

(Copy and paste the above format here to describe additional IT Initiatives.)

SECTION 3: ADDITIONAL INFORMATION - OPTIONAL

Other types of information that your agency may wish to report as accomplishments or challenges related to achieving the Goals, Objectives, and Initiatives outlined in your 2010 IT plan and 2011 IT plan update.